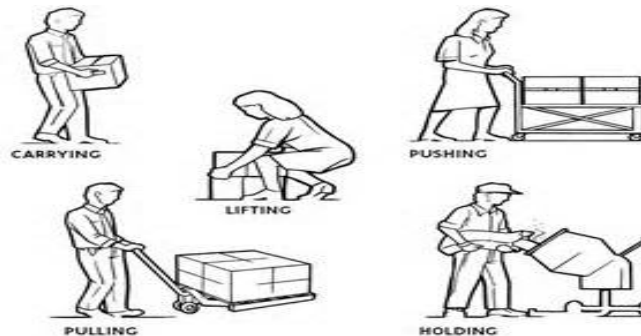


### 1. GENERAL INTRODUCTION

Manual handling is more than lifting, it is anytime you produce force or force is placed upon you. This also includes situations where you hold a position or awkward position for a period of time, whether standing, sitting or working at ground level. It includes repetitive work and the use of tools.

### 2. MANUAL HANDLING TASKS

A **hazardous manual task**, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain



### 3. BASIC PRINCIPLES OF LIFTING

There are **SIX (6)** basic principles to follow:

#### 1. Position of Feet

Position the feet apart, about as wide as the hips, with one foot forward, this ensures balance.

#### 2. Keep Your Back in a 'S' Curve

Lift with the leg muscles, these are stronger and better suited for the job.

#### 3. Correct Grip

Use the base of the fingers and palms of the hand; this reduces stress in the arms.

#### 4. Tuck Chin In

Always look straight ahead, avoid turning the head to the side, this helps to lock the spine and reduces stress in the shoulder and back muscles.

#### 5. Elbows In

Reduces stress on the shoulders.

#### 6. Use Body Weight

To supplement or take the place of muscular effort where required.

### 4. RISK CONTROL MEASURES

Should manual handling be required a SWMS must be completed prior to commencing the task, the following criteria shall be used to reduce risk and improve Manual Handling techniques.

**Reduce BENDING movements by:**

- using lift tables, work dispensers and similar mechanical aids
- raising the work level
- providing all material at work level
- keeping materials at work level

# MANUAL HANDLING TRAINING



- providing all tools and materials in front of the person lifting
- providing sufficient work-space for the person's whole body to turn
- improving layout of the work area

## **Reduce REACHING motions by:**

- providing tools and machine controls close to the person
- placing materials, work pieces and other heavy objects as near to the person as possible
- reducing load or container size
- where practicable, limiting stacking to shoulder height

## **Reduce LIFTING AND LOWERING forces by:**

- Eliminating the need to do this manually
- using lift tables, forklifts, cranes, hoists
- raising the work level

## **Reducing OBJECT WEIGHT by:**

- reducing load size
- reducing the capacity and weight of the container
- reducing the number of objects lifted or lowered at one time
- using two or more persons
- using palletised loads

## **Reducing holding position away from the body by:**

- changing object shape
- providing suitable grips or handles
- providing greater access to the load
- improving work place layout

## **Reducing required forces by:**

- reducing load weight
- using four-wheel hand trucks and trolleys with large diameter wheels
- change from pulling to pushing

## **Reducing the distance of push or pull by:**

- improving work area layout
- relocating production or storage area, or similar system change

## **Reduce carrying forces by:**

- Converting to pushing or pulling by:
- using forklifts, two or four-wheel hand trolleys or similar aids

## **Reducing carry or transport distance by:**

- improving work area layout
- relocating storage or production area, or similar change system

## **Reduce holding forces by:**

- reducing object size
- reducing holding time
- Eliminating the use of jigs and fixtures etc.